Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 8 November 1960

FROM : Chief, Clerical Training

SUBJECT: Weekly Activity Report, No. 39, 2 November - 9 November 1960

1. <u>Number in Clerical Orientation Training</u>: During the week of 31 October - 4 November 1960, there were 14 trainees in Clerical Orientation Training.

2. <u>Number in Clerical Induction Training</u>: During the week of 31 October - 4 November, there were 34 trainees in Clerical Induction Training; of these, 15 entered classes for the first time.

3. <u>Results of Official Agency Testing Administered in Clerical Induction</u>:

(a) The results of the tests administered to the entrance-on-duty employees for the week 1 November - 3 November 1960 were as follows:

	Tested	Passed
Typewriting	13	6
Shorthand	6	2

(b) The results of the tests administered to clerical applicants for the week 1 November - 3 November 1960 were as follows:

	Tested	Passed
Typewriting	12	4
Shorthand	3	1

4. <u>Results of Official Agency Testing Administered by Clerical Refresher</u>: The results of the tests administered to the on-the-job Agency employees on 31 October 1960 were as follows:

	Tested	Passed
Typewriting	5	1
Shorthand	6	1

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5. <u>Staff Members Visit</u> ███████ On Monday, 7 November 1960 the two Training Assistants and three Clerical Training Instructors visited ███████

6. <u>Security Problem</u>: During this last week Clerical Training experienced a "near miss" insofar as a security violation was concerned. The trainees assigned to the IAS of the Office of Personnel had been given literature concerning contributions to PSAS. These hand-outs were labeled "For CIA Internal Use Only." Some of the papers were thrown in the wastepaper baskets in our training area, and it was only because our security check officer found them that we avoided having a security violation.

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